

Internal Quality Assurance Cell (IQAC)

SOP for Recurring events and Conferences / Workshops (3 days or more)

1. **Concept Note:** Clearly articulate the event’s purpose and significance to engage stakeholders.
2. **Approval:** Approval from the competent Authority on the concept note.

# Detailed Proposal

* 1. **Brief about the Event:** Summarize the event details, including date, location, and format for clarity.

# Objective of the Event

* 1. **Mapping of Objectives with POs / Vision of the Department /Vision of UPES:**

Align event objectives with organizational goals for strategic relevance.

# Target Audience

* 1. **Stakeholders involved**: Name of the internal and external stakeholders and their Roles and responsibilities.
  2. **Budget:** Budget that accounts for all potential income and expenses.

# Expected Outcomes

* 1. **Expected Impact** (SDGs Targeted /National Missions)

1. **Event Report:** As per the prescribed formats for event reports circulated by IQAC including attendance Sheet. (In case of several sessions or different Activities a separate report should be prepared for each event. A consolidated report should be prepared for the social media platforms and for internal Communication).
2. **Feedback:** As per the prescribed formats for event reports circulated by IQAC.
3. **Feedback Analysis:** Analyze feedback to identify strengths, weaknesses, and areas for improvement and comparison of expected/mapped outcomes with outcomes achieved.

**8. Future Action plan as per the Feedback**: Suggest an actionable plan that incorporates feedback for future events.